



Arizona Department of Education
Tom Horne, Superintendent of Public Instruction

Grants Management Enterprise: Overview of Grants Management Enterprise

This workshop is intended to provide a hands-on training of the web-based Grants Management Enterprise (GME) system to individuals from Local Education Agencies (LEAs). The presentation will mainly focus on four main online grant processes: Application, Amendment, Cash Management Report, and Completion Report. It will also go over current Business Rules related to ADE Grants Management. The targeted audience for this presentation is individuals who are new or somewhat familiar with the Grants Management System. The workshop will be held in a computer lab, and participants will have access to the ADE Grants Management Enterprise training website.

Please note that this presentation is strictly system-related and will not address questions regarding specific grants, financial requirements, funding strategies, or supplemental grant application materials that may be required by a certain program area.

Topics:

- Current/ Upcoming Business Rules Changes
- General Statement Of Assurance
 - Getting Access to GME System for a new or existing user
- Online Application
 - Fund Alerts
 - How to Create, Complete, and Submit an online application
 - Maximum Allowable Indirect Cost for Grants/ Project Matrix
 - Capital Outlay Justification Page
 - Chart of Accounts Matrix
 - How to check status of an existing Application
 - Current Business Rules related to online application
- Amendment
 - Type of Amendment and Current Business Rules related to Amendment
 - How to Create, Complete, and Submit an Amendment
 - How to check status of an existing amendment
- Cash Management Report
 - Current Business Rules related to Cash Management Report
 - How to complete and submit a Cash Management Report
 - Understanding Payment Schedule and Cash Management Report Process Cycle
- Completion Report
 - Current Business Rules related to Completion Report
 - How to create, complete, submit a Completion Report
 - How to check status of an existing Completion Report
 - Multi-Year Fund CarryOver Matrix and understanding your approved Completion Report

Requirements and information for workshop participants:

- Participants should be those who have access to secure GME system through Common Logon
- Pre-registration is required – participants can register by completing online registration process through “ADE Calendar of Events” at <https://www.ade.az.gov/online/registration/>
(Go to View Events by Unit/Division and Click on “Grants Management”)
- Each workshop includes a 3 hour morning session and a 3 hour afternoon session.
- Each workshop is limited to 10 participants.

Sessions will begin promptly at the specified time. Participants are asked to allow adequate time for travel, parking, and locating the classroom.

Workshop Dates and Locations:

Flagstaff	Flagstaff Unified District Technology Learning Center (upper floor of Admin Center) 3285 E. Sparrow Ave., Flagstaff	Wednesday, August 27, 2008 9:00 pm – 12:00 pm
Flagstaff	Flagstaff Unified District Technology Learning Center (upper floor of Admin Center) 3285 E. Sparrow Ave., Flagstaff	Wednesday, August 27, 2008 1:00 pm – 4:00 pm
Phoenix	Washington Elementary District – Computer Lab 4650 West Sweetwater Avenue, Glendale, AZ	Tuesday, August 19, 2008 1:00 pm – 4:00 pm
Phoenix	Washington Elementary District – Computer Lab 4650 West Sweetwater Avenue, Glendale, AZ	Wednesday, September 4, 2008 1:00 pm – 4:pm
Tucson	Lee Instructional Resource Center Computer Lab 2025 E. Winsett St., Tucson	Friday, August 22, 2008 9:30 AM – 12:30 PM
Tucson	Lee Instructional Resource Center Computer Lab 2025 E. Winsett St., Tucson	Friday, September 12, 2008 9:30 AM – 12:30 PM